ATTACHMENT V9

USING THE MASTER TRANSPORTATION ACCOUNT CODES (TACS) REFERENCE TABLES

A. MENU OPTIONS

1. Query Data Base. TACs may be checked or specific TACs sought through queries to the Master TAC Reference Table at https://www.daas.dla.mil/tac_inq/tac_menu.html. TACs may be searched on text strings contained in the description and usage fields. Those with TAC Coordinator access will be able to view all TAC data. Normal users will have some limitations on the data they can view, most notably, funding data.

2. Display Service Coordinator File. This option identifies those users with TAC Coordinator privileges. The DOD TAC Coordinator, in coordination with the Service and Agency representatives, has identified Service and Agency TAC Coordinators and their TAC series to the Defense Automatic Addressing System Center (DAASC). The Service and Agency TAC Coordinators may identify others authorized to update their series of TACs. These persons are issued passwords and are authorized to update (including purge) TACs in their identified series. DAASC will maintain e-mail, commercial, and DSN telephone numbers and mailing addresses for all users with TAC Coordinator privileges.

3. Display Assistance Points of Contact. This option displays TAC assistance contact information provided by the Service and Agency TAC Coordinators for their series of TACs. This information will identify a commercial and DSN voice and fax number, and an e-mail and mailing address for person(s) to contact if assistance is needed with the Component's TAC. Additional narrative instructions may also be provided.

4. Display E-Mail Address File. Displays e-mail addresses of all subscribers to daily TAC Change Notices.

5. Download TAC Table. Users may have DAASC transfer (using File Transfer Protocol [FTP]) the TAC file data to a designated IP address.

6. Download Publication. This option allows a TAC Coordinator to download their series of TACs.

7. Subscribe to TAC Change Notices (for daily changes). DAASC will e-mail daily TAC change notices to all who subscribe to these TAC change notices. To subscribe to these changes, select this option and provide your e-mail address. Also use this option to delete or correct your e-mail address. A single e-mail message will be sent to each subscriber identifying all TAC changes for the day. A separate e-mail message will be sent identifying TACs that will soon be purged.

8. Display Coordinator TAC File Structure. Shows the format of the TAC database.

9. Display Publication Counts. Shows the total number of TACs created by each Service/Agency.

10. Update Option. Those with TAC Coordinator access may add, change, and delete TACs in their series.

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